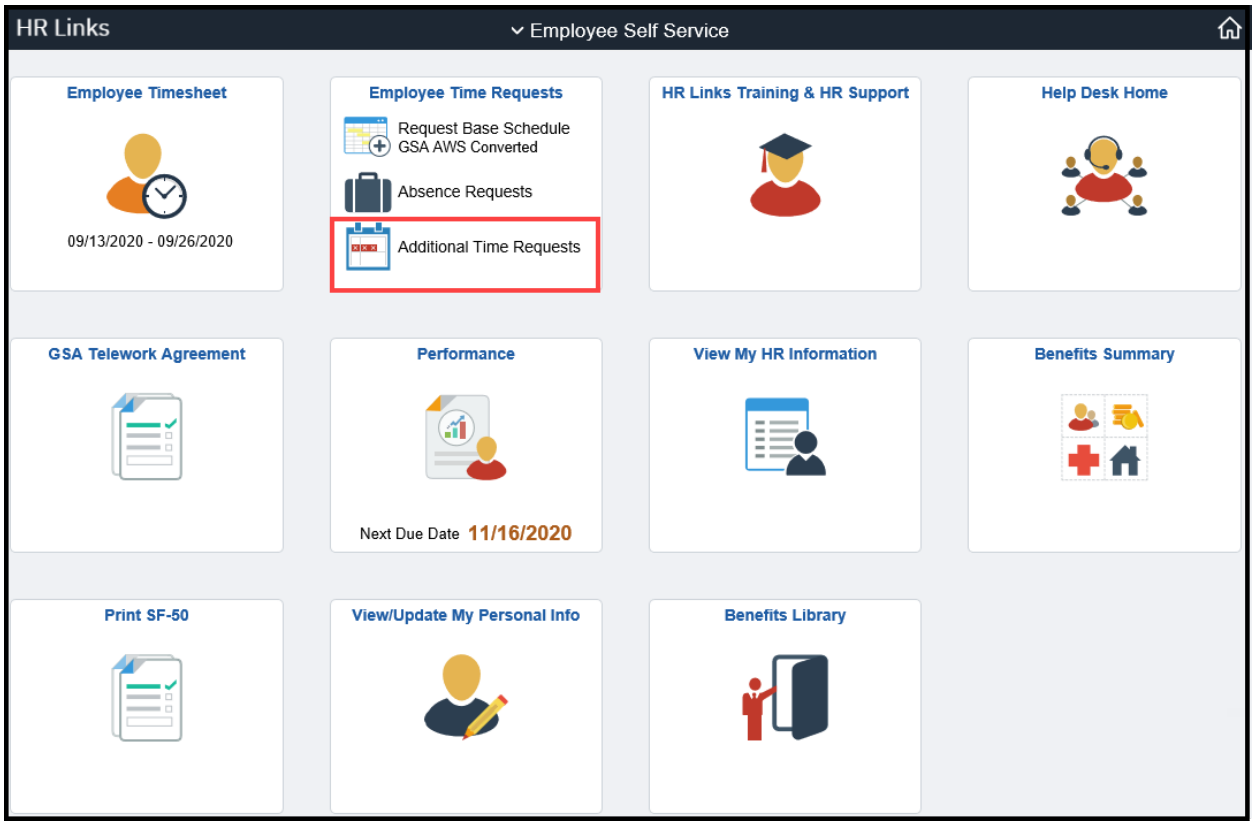
Edit an Overtime/Comp Time/Credit Hours (Employee)

Follow this job aid to learn how to Edit Overtime/Comp Time/Credit Hours in HR Links.

- Edit Overtime
- Edit Comp Time
- Edit Credit Hours

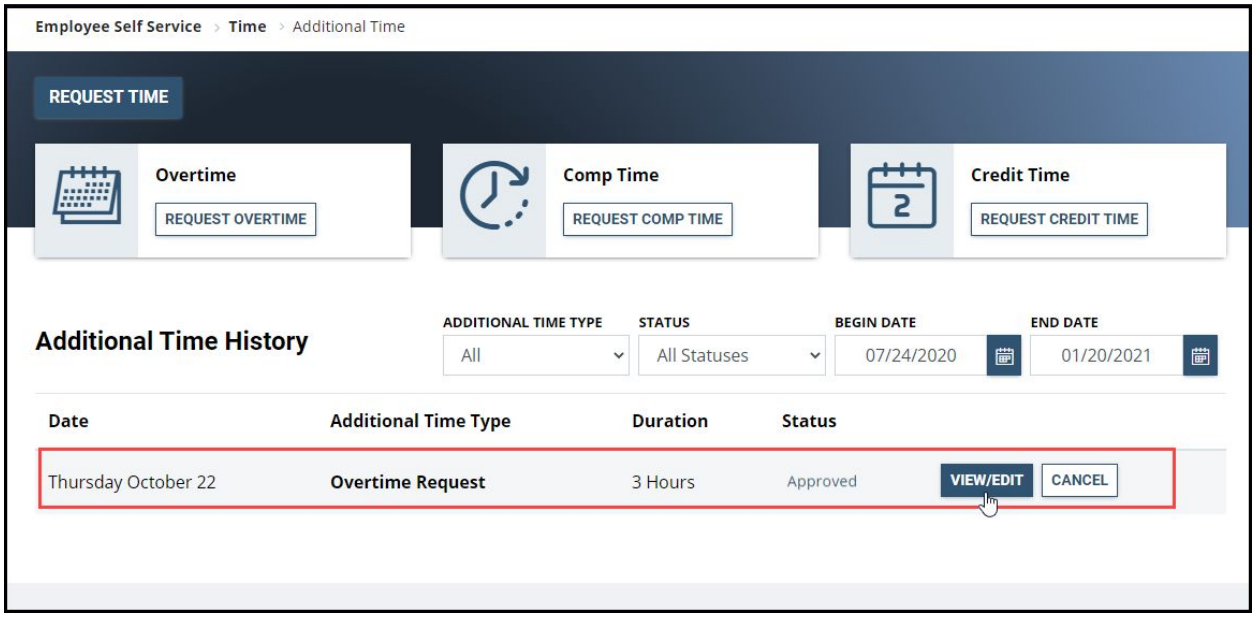
Edit Overtime from Employee Time Requests Tile

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.

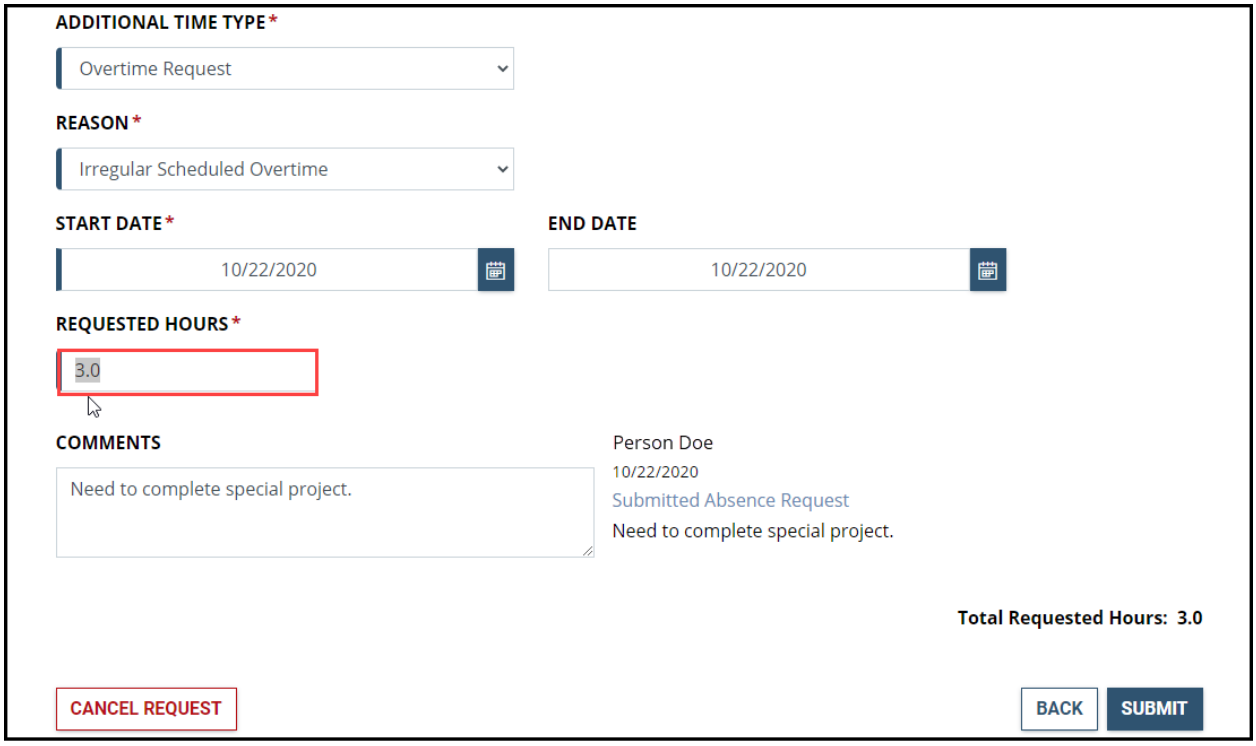


2. Find the **Overtime Request** you would like to **edit** under the **Additional Time History** section. Select **View/Edit** for that specific overtime request.

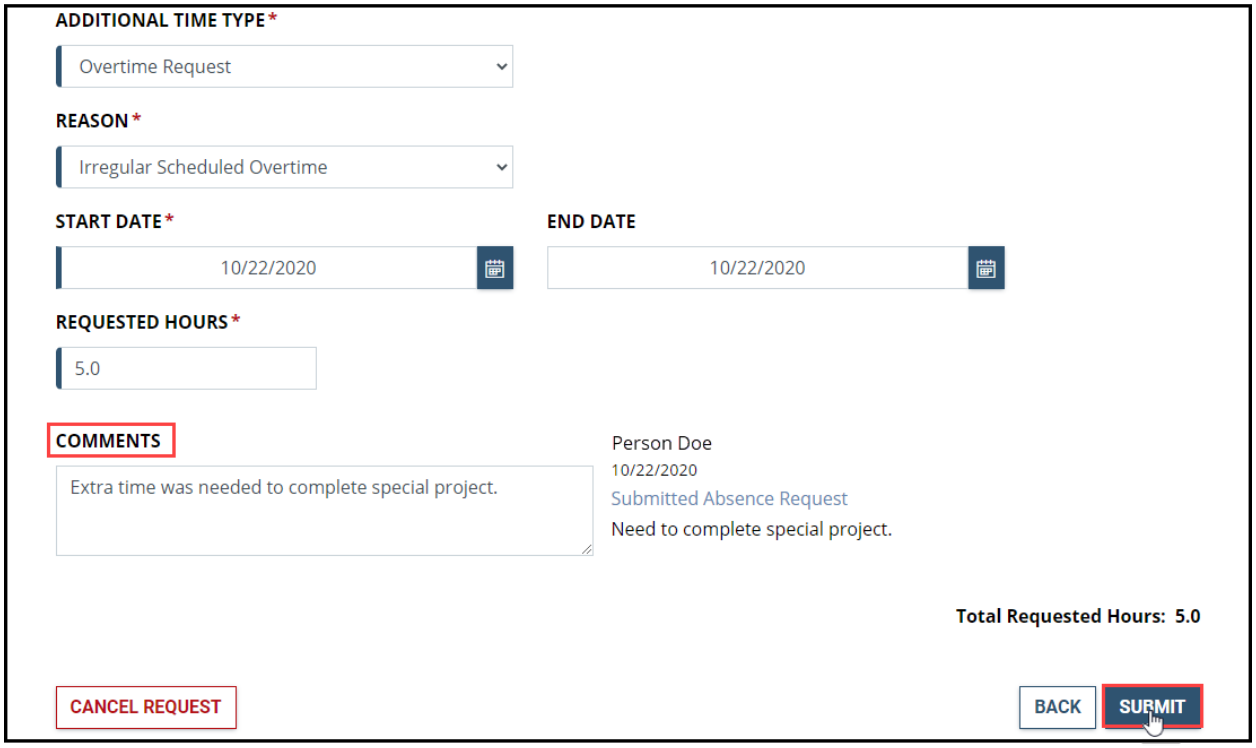
   - If you do not see your request in the **Additional Time History** list, you may need to change the **Begin Date** and/or **End Date** in the search parameters to capture the request you are looking for.
   - If you cannot see all of your **Requests** because your list is too long, you can use the dropdown menus/calendars at the top of the list to narrow your search.



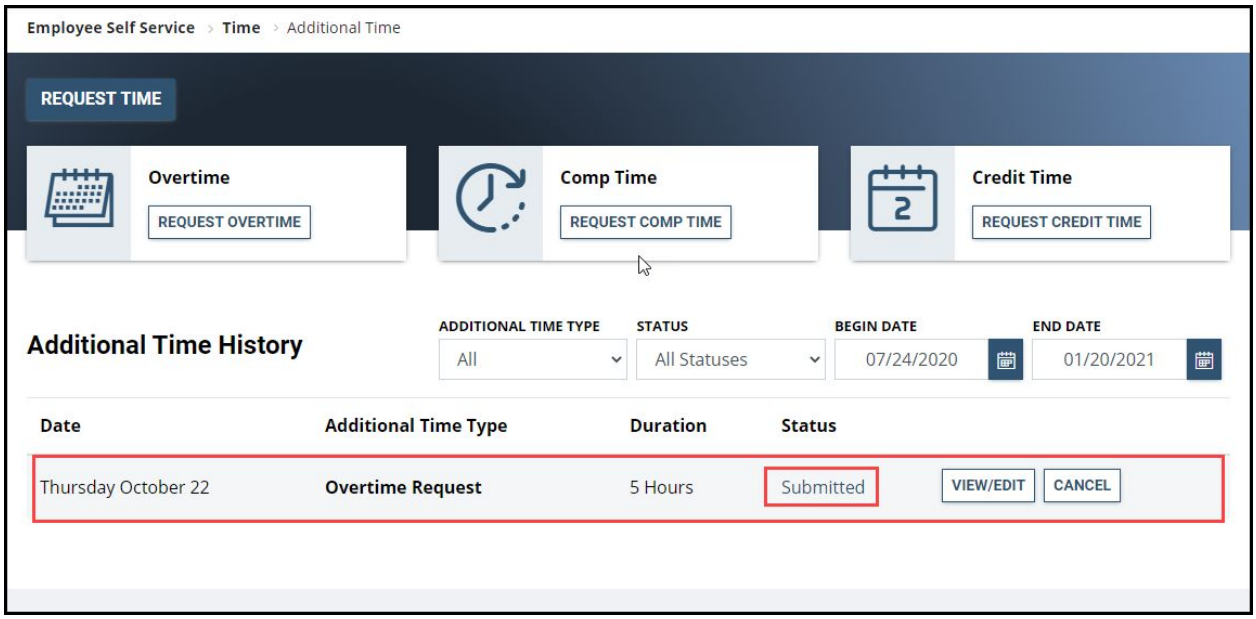
3. On this page you can 1) Edit Start/End Date by selecting the icon or type in the new **Start and/or End Date** you want; 2) Select a new **Additional Time Type** (if applicable); and/or 3) edit the number of **Requested Hours** desired. In this example, the **Requested Hours** will be changed from 3.0 to 5.0 hours.



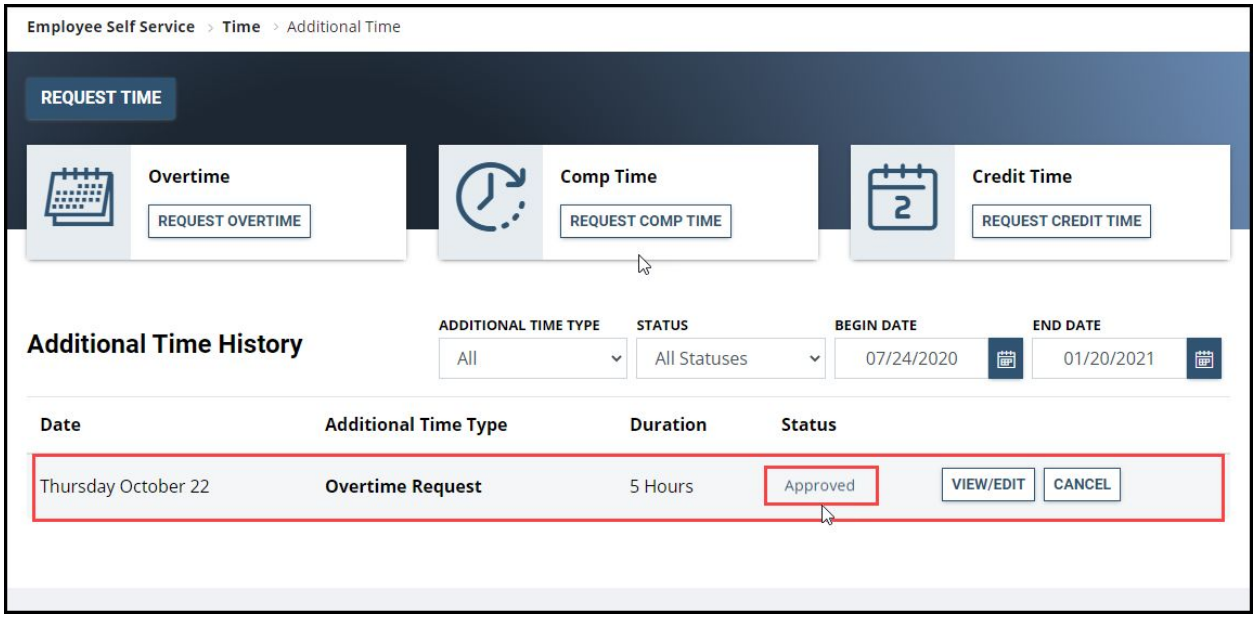
4. Once the **Requested Hours** have been changed, the **Total Requested Hours** are automatically recalculated. If desired, you can edit or add information to your request in the **Comments** section**.** Then select **Submit**.



5. You will return to the Request Time screen. The request you edited will have a Status of **Submitted** and is now awaiting your supervisor's approval.

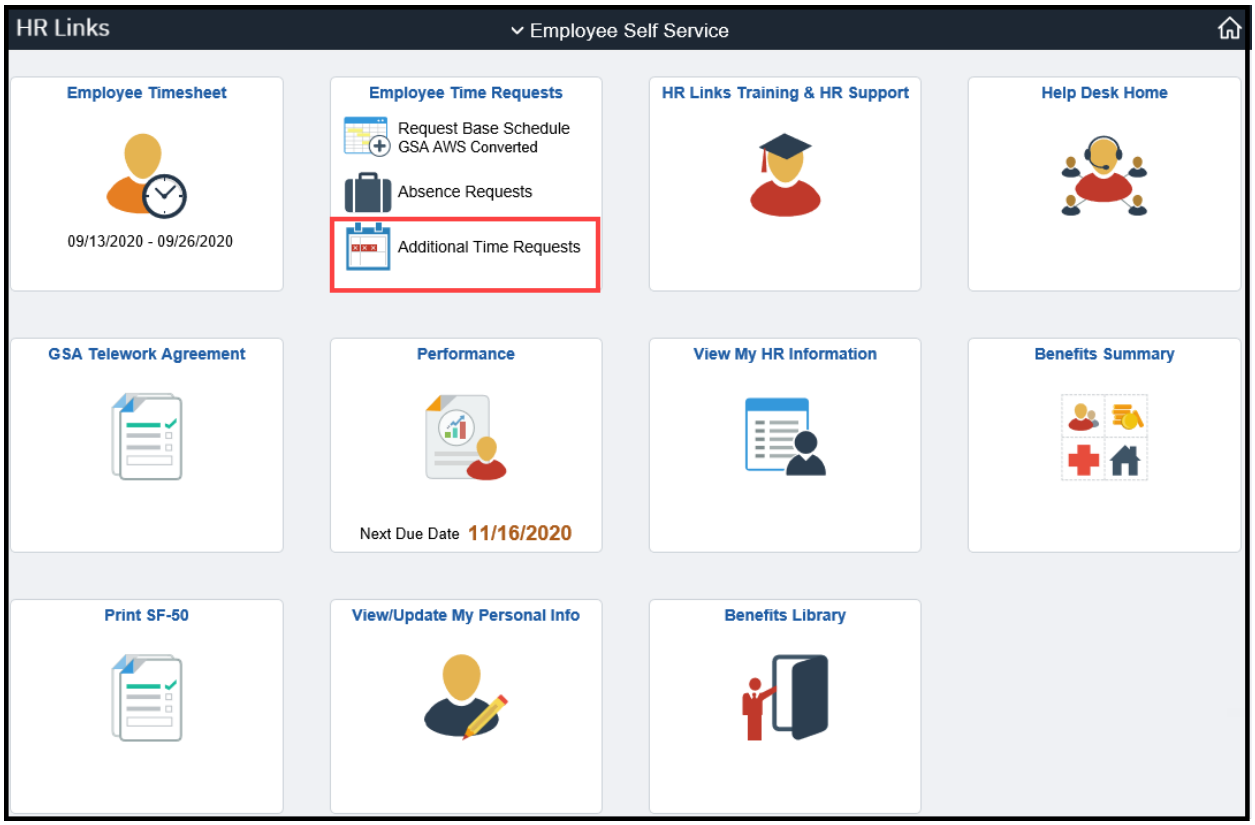


6. Once the edited overtime request is approved by your supervisor, the **Status** will be updated to **Approved**. *You are all set!*



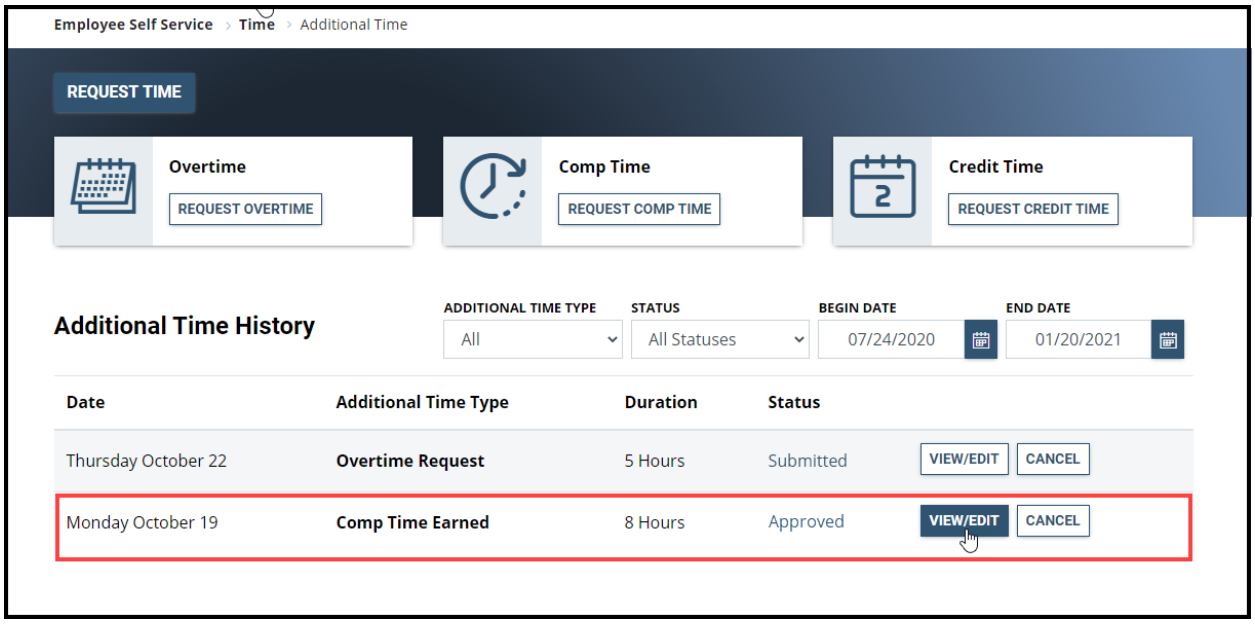
Edit Comp Time Earned from Employee Time Requests Tile

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.

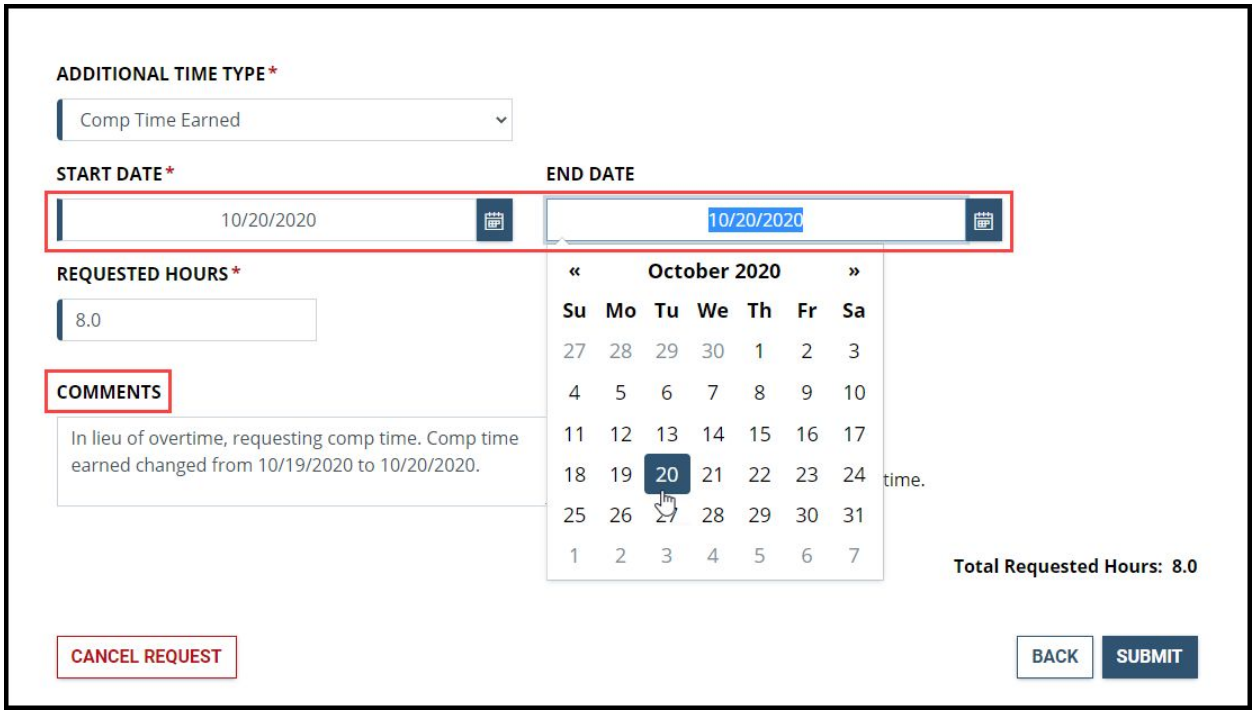


2. Find the **Comp Time Earned Request** you would like to **edit** under the **Additional Time History** section. Select **View/Edit** for that specific overtime request.

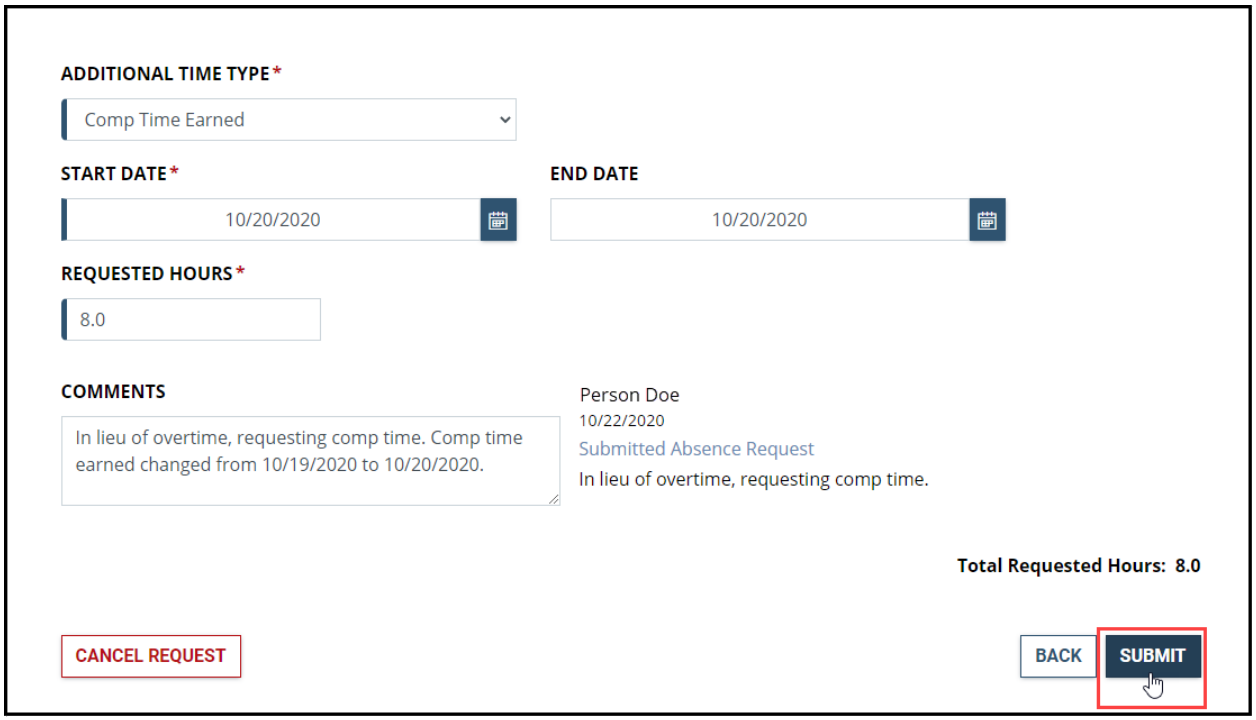
    - If you do not see your request in the **Additional Time History** list, you may need to change the **Begin Date** and/or **End Date** in the search parameters to capture the request you are looking for.
    - If you cannot see all of your requests because your list is too long, you can use the dropdown menus/calendars at the top of the list to narrow your search.



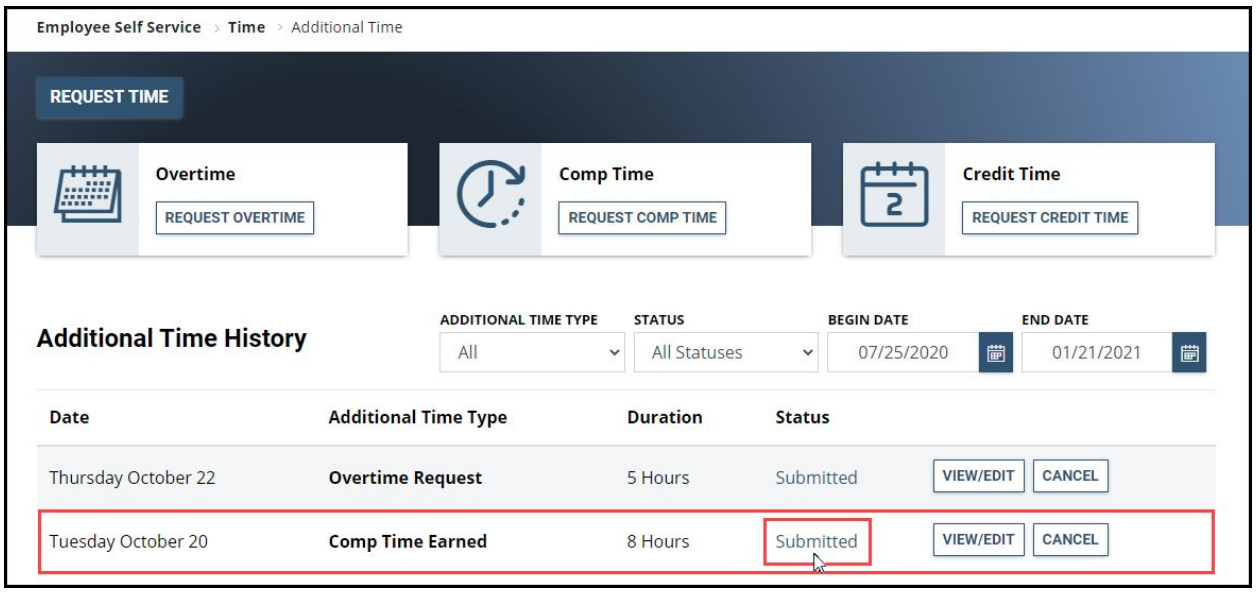
3. On this page you can 1) Edit Start/End Date by selecting the icon or type in the new **Start and/or End Date** you want; 2) Select a new **Additional Time Type** (if applicable); and/or 3) edit the number of **Requested Hours** desired. In this example, the **Start Date** and the **End Date** will be changed from Monday October 19, 2020 to Tuesday October 20, 2020. If desired, you can edit or add information to your request in the **Comments** section.



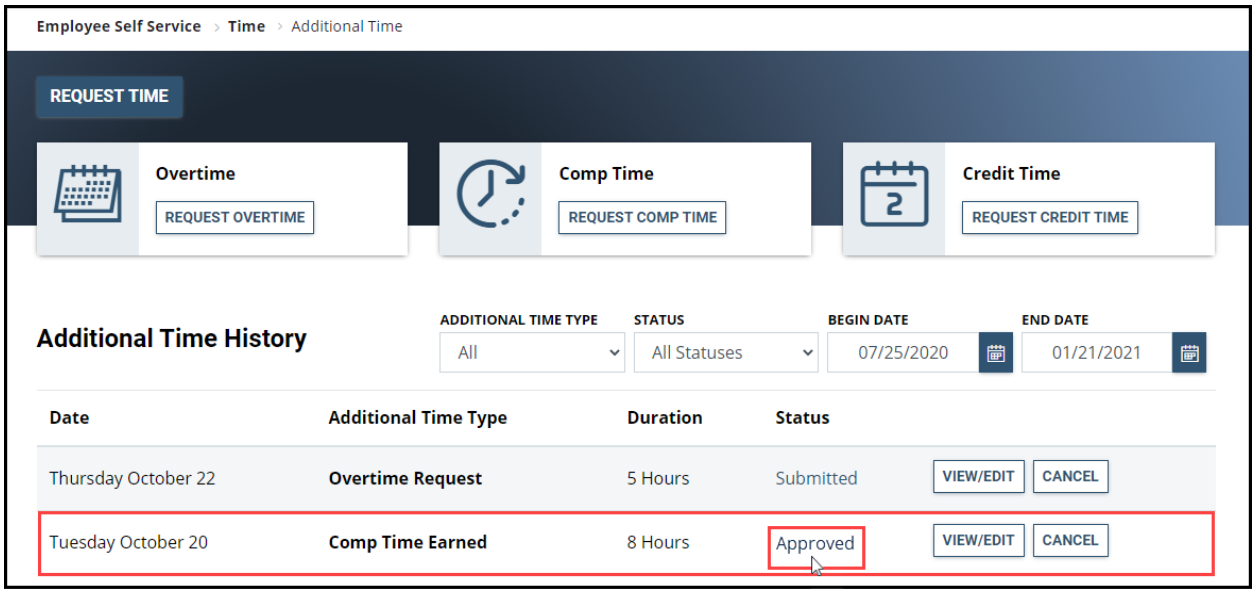
4. Once you have made the necessary changes, select **Submit**.



5. You will return to the Additional Time screen. The request you edited will have a Status of **Submitted** and is now awaiting your supervisor's approval.

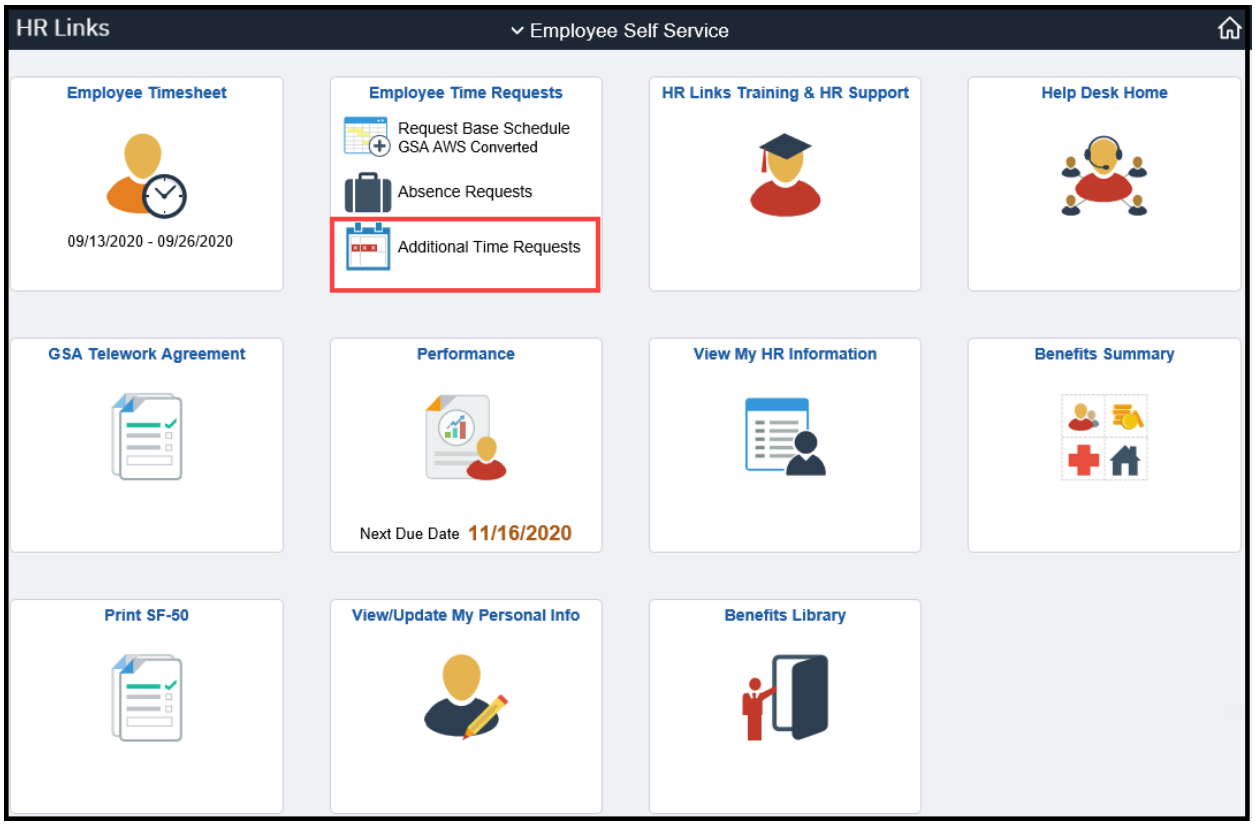


6. Once the edited **Comp Time Earned** request is approved by your supervisor, the **Status** will be updated to **Approved**. *You are all set!*



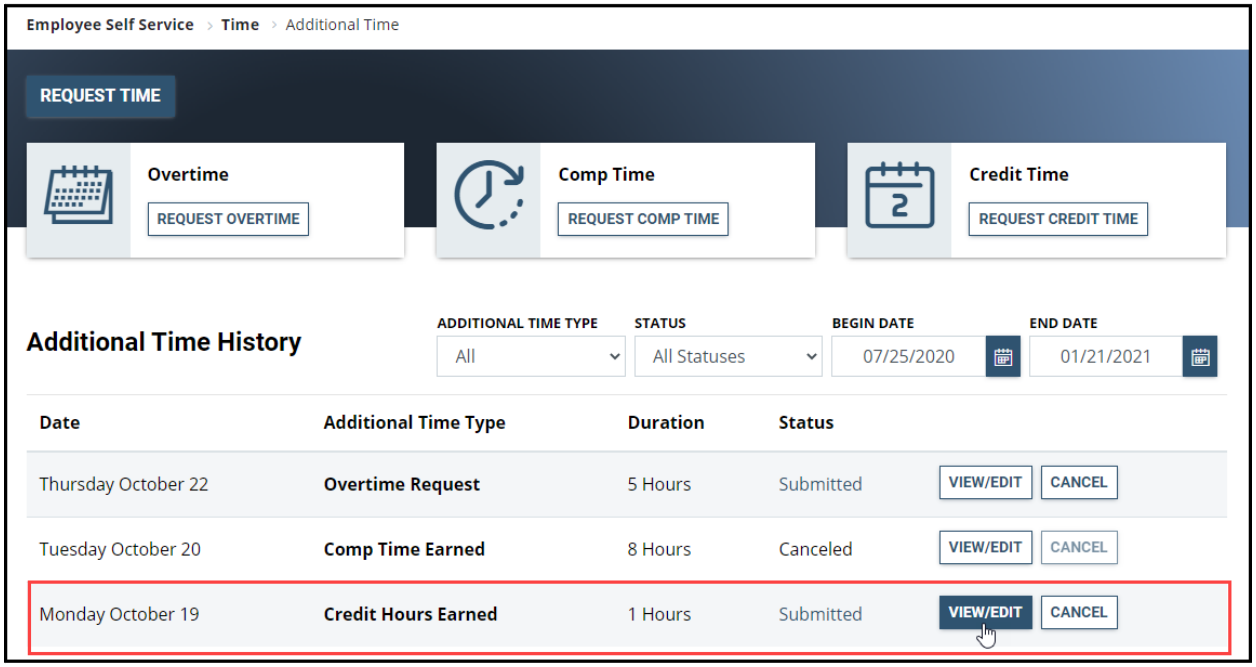
Edit Credit Hours Earned from Employee Time Requests Tile

1. Select **Additional Time Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.

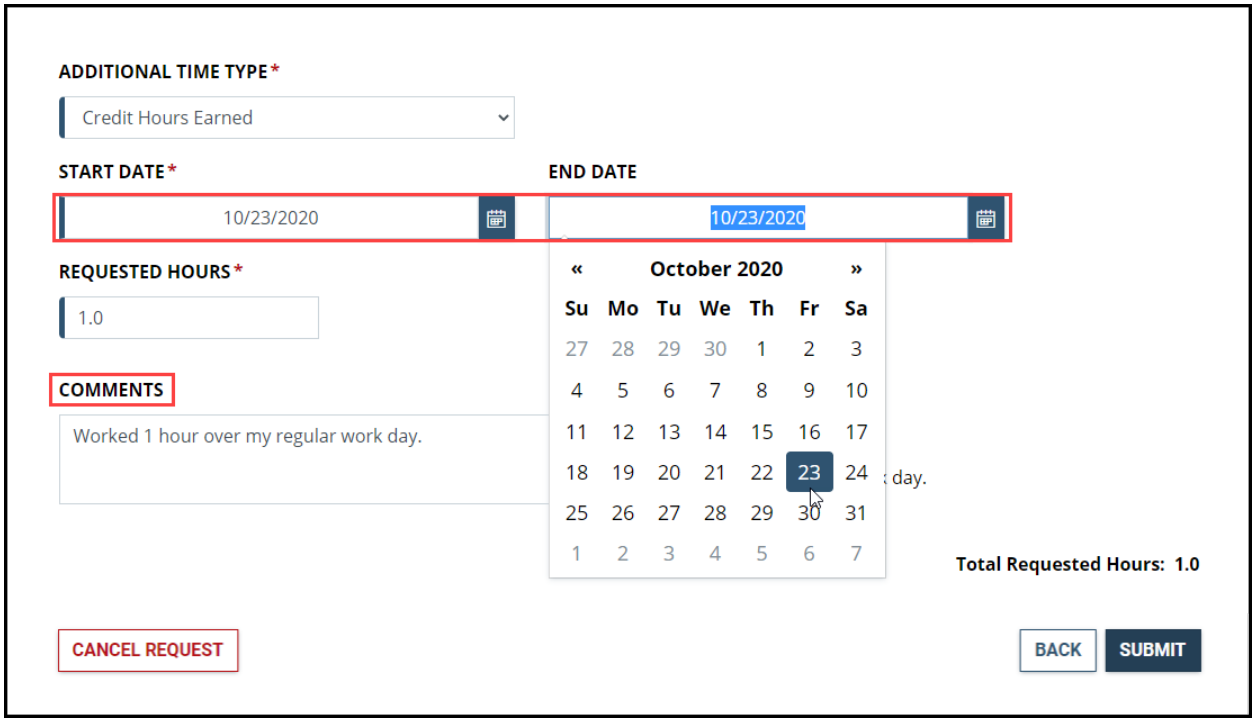


2. Find the **Credit Hours Request** you would like to **edit** under the **Additional Time History** section. Select **View/Edit** for that specific overtime request.

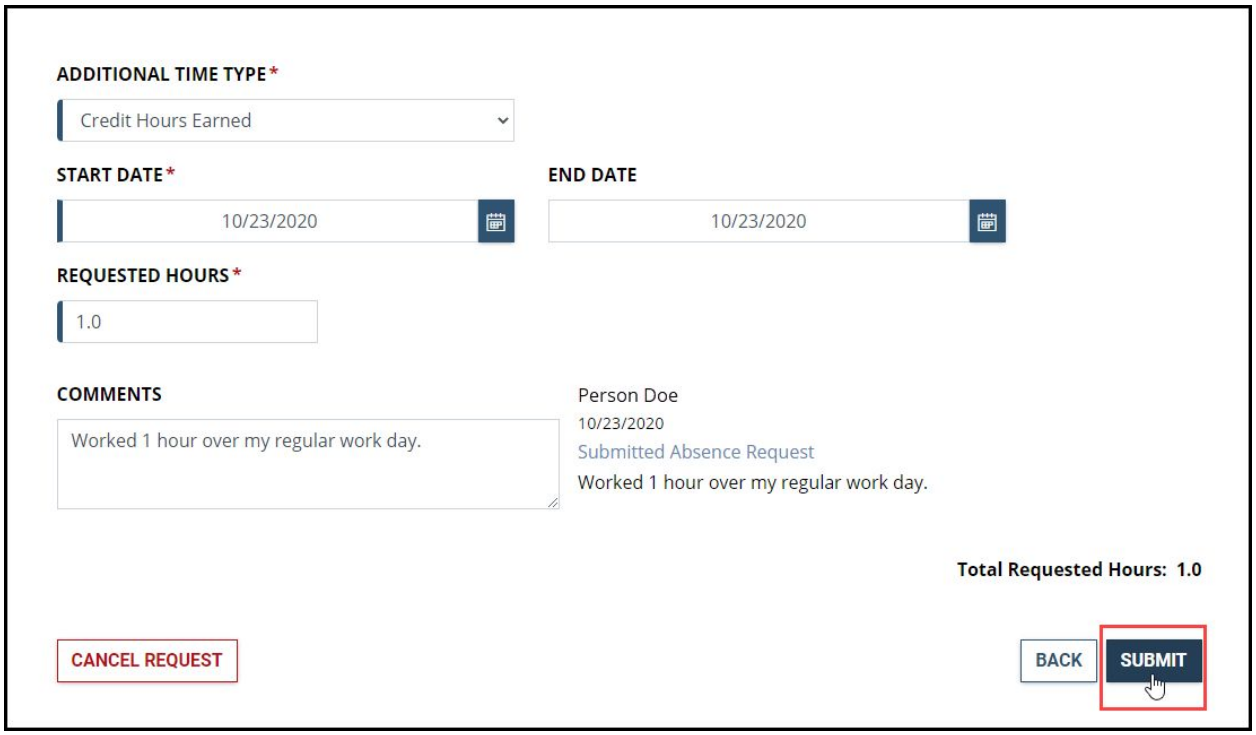
   - If you do not see your request in the **Additional Time History** list, you may need to change the **Begin Date** and/or **End Date** in the search parameters to capture the request you are looking for.
   - If you cannot see all of your **Requests** because your list is too long, you can use the dropdown menus/calendars at the top of the list to narrow your search.



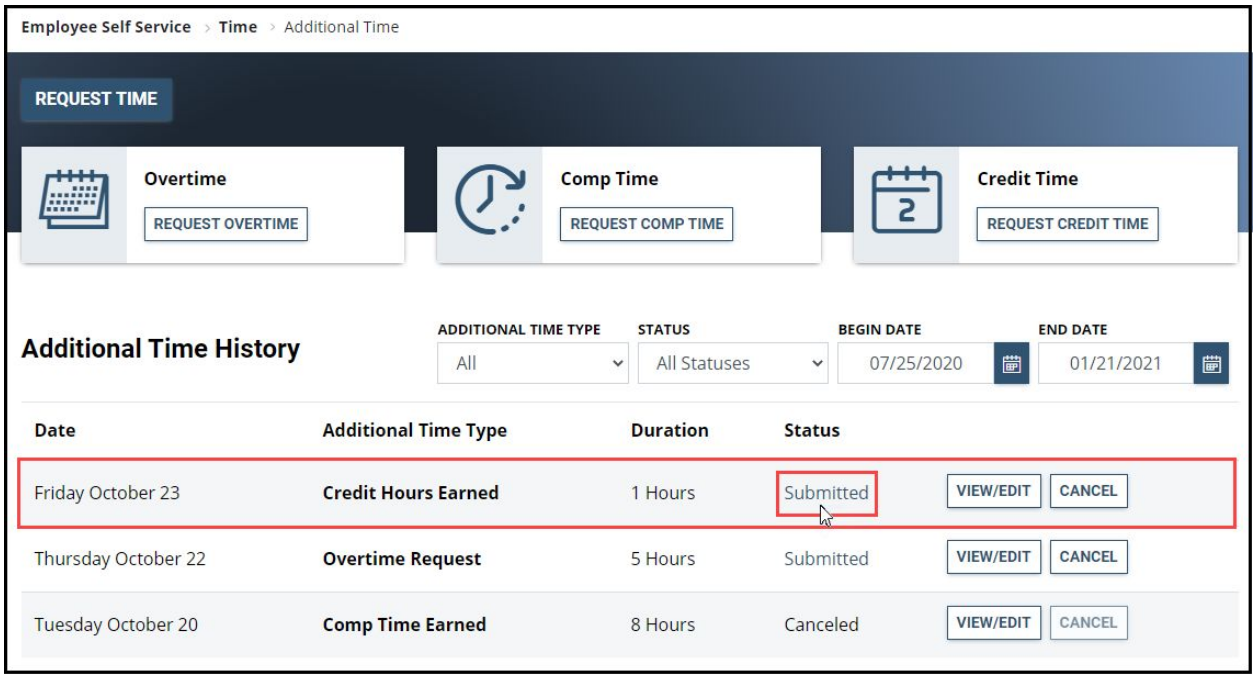
3. On this page you can 1) Edit Start/End Date by selecting the icon or type in the new **Start and/or End Date** you want; 2) Select a new **Additional Time Type** (if applicable); and/or 3) edit the number of **Requested Hours** desired. In this example, the **Start Date** and the **End Date** will be changed from Monday October 19, 2020 to Friday October 23, 2020. If desired, you can edit or add information to your request in the **Comments** section.



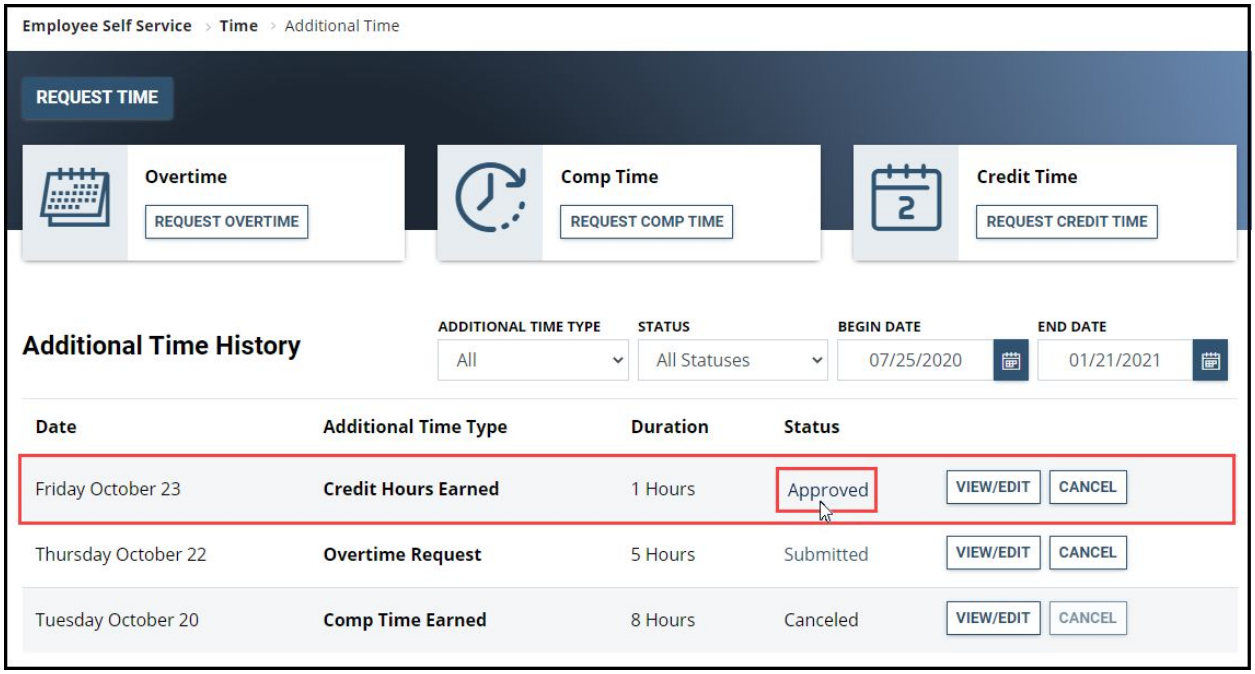
4. Once you have made the necessary changes, select **Submit**.



5. You will return to the Additional Time screen. The request you edited will have a Status of **Submitted** and is now awaiting your supervisor's approval.



6. Once the edited **Credit Hours Earned** request is approved by your supervisor, the **Status** will be updated to **Approved**. *You are all set!*



Questions?

Check out our complete library of job aids, videos, and training courses! You can search based on your role (employee, supervisor, timekeeper) or by topic (time and leave, telework, benefits, performance).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** your Timekeeper or Time Administrator
- **Benefits:** the Benefits and Retirement Center
- **Performance Management:** the HR performance team
- **Need a new labor code in HR Links**: Contact your regional Labor Admin
- **All other HR Questions contact your servicing HR Office:**
    - PBS HR Service Center
    - FAS HR Service Center
    - Staff Office HR Service Center
    - Executive Resources HR Service Center